

**Vendor Insurance Requirements  
Caterers**

**A Caterer** is a person or company who provides food and/or beverages to the college either on- campus or at off-campus events.

The Caterer is required to provide an insurance certificate evidencing the applicable insurance requirements prior to providing services and/or products to the College.

The Caterer must provide an insurance certificate showing the applicable insurance requirements prior to providing services and/or products to the College.

**Review the general requirements for all vendors [here](#).**

**The following information must be listed on the certificate of insurance (COI):**

- Ursinus College listed as the certificate holder as shown below:

Ursinus College  
601 E. Main Street  
Collegeville, PA 19426

Ursinus College named as additional insured (the additional insured box on the certificate checked and the words "Ursinus College shall be included as additional insured" in the additional comments section of the COI.

**The following insurance coverages must be provided on the COI:**

Type of Insurance	Required Coverage	Additional Information
<b>Commercial General Liability</b>	\$1,000,000 each occurrence	Shall include evidence of abuse and molestation coverage when work/event involves minors in the additional comments section
<b>Automobile Liability</b>	\$1,000,000 each accident	All owned, leased, non-owned and hired vehicles in connection to transporting participants to or from the College in connection to the event.
<b>Workers Compensation</b>	Statutory	
<b>Employers Liability</b>	\$100,000/ \$500,000/ \$100,000 <sup>±</sup>	
<b>Liquor Liability</b>	\$1,000,000 each occurrence*	Only required if alcohol is being served. If Liquor Liability coverage exists under the General Liability policy, this coverage and its corresponding limit must be noted on the insurance certificate.

\* If Caterer will be serving alcohol on Ursinus College's campus, a liquor license/ permit required. Caterer shall provide a current copy of its liquor license that will be in effect for the time Caterer will be providing services. If Caterer does not have a liquor license, Caterer must advise Ursinus College that Caterer does not have a liquor license at least 30 days prior to the event.